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Pattern of conferences

Pattern of conferences

Report of the Secretary-General

Summary

In its resolution 61/236, the General Assembly addressed a number of requests to the Secretary-General on issues relating to conference management and reform of the Department for General Assembly and Conference Management. In response to those requests, the present report covers integrated global management, meetings management, proactive document management, publishing and translation- and interpretation-related matters. It proposes a comprehensive methodology for performance measurement and management of language staff and describes steps taken to address succession planning. The report also provides an update on the impact on meetings to be held at Headquarters during the implementation of the capital master plan and the initial results of prior proposals on the servicing of regional and other major groupings of Member States.

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Contents

		Paragraphs	Page
I.	Introduction	1–4	3
II.	Integrated global management	5–11	3
	A. Follow-up to the recommendations of the integrated global management task forces	5–6	3
	B. Status of the compendium of administrative policies, practices and procedures	7–8	4
	C. Global information technology initiative	9–11	4
III.	Evaluation by Member States of the quality of conference services	12–18	5
IV.	Meetings management	19–51	6
	A. Calendar of conferences and meetings	19–22	6
	B. Improved utilization of conference-servicing resources and facilities	23–48	7
	C. Impact on meetings held at Headquarters during the implementation of the capital master plan, strategy IV (phased approach)	49–51	12
V.	Document management	52–83	13
	A. Submission, processing and issuance of documents	52–77	13
	B. Author-assistance projects	78–79	18
	C. Publishing	80–83	19
VI.	Translation- and interpretation-related matters	84–100	19
	A. Performance measurement and management	84–86	19
	B. Self-revision	87–89	21
	C. Contractual translation and quality control	90–92	22
	D. Succession plans for language staff	93–98	23
	E. Impact of freelance recruitment on quality of interpretation at all duty stations	99–100	25
VII.	Concluding observations	101–104	25
Annexes			
I.	Meeting statistics of a core sample of United Nations bodies		27
II.	Statistics on the provision of conference services in 2006 for meetings of regional and other major groupings of Member States at New York, Geneva, Vienna and Nairobi		44
III.	Requests for meetings during the sixty-second session of the General Assembly and statistical information		47
IV.	Document management statistics for pre-session documents		50

I. Introduction

1. The year 2007 marks the sixth year of the reform process of the Department for General Assembly and Conference Management, and the Department remains as committed as ever to excellence in the delivery of its products and services and in client satisfaction. The Department's activities described in the present report were aimed at fulfilling the Secretary-General's vision and the underlying strategy of the United Nations reform initiative (see A/61/255) to create an independent international civil service with the highest standards of performance and accountability, working across disciplines to fulfil the Organization's complex and interrelated mandates in an efficient and cost-effective manner.

2. In this pursuit of excellence, the Department keeps a vigilant eye on the cost-effectiveness of its operations within the constraints imposed by the inherent unpredictability of a sizeable proportion of the services it is called upon to provide in support of the intergovernmental process, while at the same time grappling with the added problems created by the demographic transition that is occurring in key areas of the Department resulting from a large number of retirements, which will amount to some 25 per cent of total language staff in the five-year period from 2007 to 2011.

3. The large scope of the operations of the Department, covering four major duty stations, each with its own "specificities", presents an enormous managerial challenge at the planning and operational levels. In addressing this challenge, the Department, in the relatively short time since the integrated global management initiative was launched, has made substantial strides in achieving coordination and standardization across the four duty stations, thereby promoting more efficient utilization of its resources. However, in the ongoing pursuit of greater efficiency and cost-effectiveness of its operations, the Department depends to a considerable degree on the timely receipt of inputs from Member States, intergovernmental bodies and from other parts of the Secretariat and on the quality of those inputs.

4. The Department is placing renewed emphasis on strengthening its technological applications, in particular at the global level, with a view to achieving further efficiencies in its operations and coordinating, streamlining and standardizing conference processes across the four duty stations under section 2 of the programme budget, thus promoting interoperability and efficiency. The challenges that the implementation of the capital master plan will present to the Department call for the upgrading of information technology so as to ensure optimal communication among departmental staff, who will be located at four sites, in order to ensure the continued provision of conference services to parliamentary and subsidiary bodies.

II. Integrated global management

A. Follow-up to the recommendations of the integrated global management task forces

5. Integrated global management began to be implemented in 2004 with a joint two-year project aimed at defining areas for the coordination and harmonization of policies, practices and procedures of conference services at the four duty stations

that share a consolidated budget. The ultimate goal was to streamline procedures, share resources and thus achieve economies, including economies of scale. This two-year project culminated with the adoption in 2006 of a compendium of administrative policies, practices and procedures reflecting the agreements reached by Headquarters, the United Nations Office at Geneva, the United Nations Office at Vienna and the United Nations Office at Nairobi in the context of the two-year project. The Department is making the compendium available to Member States for informational purposes.

6. Integrated global management should not, however, be seen as a one-time project but rather as a continuous process requiring sustained nurturing. It should also be noted that integrated global management is not just a set of agreed administrative policies, practices and procedures relating to conference management, but a framework for continuous collaboration. The trust, communication and cohesiveness generated in the context of the work of the task forces charged with identifying common areas for coordination and harmonization has facilitated the implementation of additional initiatives, including, in particular, the Official Document System (ODS) enhancement and global information technology projects, as well as the ongoing coordination of the calendar of conferences. The annual coordination meetings and periodic contacts among the four duty stations (both face-to-face and by teleconference) help to build up a cohesive global management team and develop a shared vision and approach.

B. Status of the compendium of administrative policies, practices and procedures

7. At the 2006 Coordination Meeting of Conference Managers agreement was reached on issues that had emerged since the task forces had completed their work, including, in particular, implementation of a proactive document management approach, an initiative pioneered by Headquarters. The latest text of the compendium reflects the agreements reached in 2006.

8. The 2007 Coordination Meeting discussed, among other things, issues relating to publishing, staff exchanges, equal grade for equal work, meetings away from established headquarters, advance waiver management and a detailed road map for the implementation of a common roster for outside contractors, including a prototype to be tested for a trial period of six months. In addition, it approved the terms of reference of a working group on publishing composed of representatives from each of the four duty stations.

C. Global information technology initiative

9. As reported in the previous report to the General Assembly (A/61/129), a global information technology initiative was launched in 2006 with a view to coordinating, streamlining and standardizing conference processes across the four duty stations, thus promoting interoperability and efficiency. Considerable effort has gone into developing and managing the initial phases of implementation of the three projects under the guidance of the Department's information technology governance board, which includes a representative of the Information Technology Services Division of the Department of Management.

10. As part of this initiative, a week-long workshop, involving programme and information technology staff from all four duty stations, was held in March 2007 to build more systematic collaboration in the implementation of the three projects under the global information technology initiative, including the development of clear road maps for each project. The current capacity to access data for a consolidated analysis is limited owing to the lack of integration among the various systems that are in place. As agreed at the workshop, substantive experts from the four duty stations have developed a common statistical framework and a common glossary. The next step will be to harmonize current codes into a common code structure. This will greatly facilitate the implementation of the project for a global reporting data warehouse.

11. Two widely used applications are being introduced by the Information Technology Services Division for use in the Secretariat: CRM (Customer Relationship Management) and ECM (Enterprise Content Management). As recommended by the Information Technology Services Division and in a study carried out in 2006, it would be advantageous for the Department to evaluate these products to determine their suitability for the meetings planning and servicing project and the documents planning and processing project respectively. Delays in the approval and procurement process for CRM and ECM have had an impact on the progress of the global project as a whole, as strategic choices have to be made between investing in the further development of existing internal systems and enterprise-wide applications that may be appropriate for the integration and standardization of conference-servicing processes. Completion of the global information technology project, a major undertaking involving the four duty stations, is scheduled for the end of 2009.

III. Evaluation by Member States of the quality of conference services

12. As part of its continuing efforts to obtain feedback from clients on its services, the Department circulated a client survey on conference services to representatives of Member States during the sixty-first session of the General Assembly. The survey, which was distributed to the plenary and Main Committees of the General Assembly, the Advisory Committee on Administrative and Budgetary Questions and the Security Council, collected data on the performance indicators identified in the strategic framework for the 2006/07 period.

13. This was the third such survey. Similar surveys were distributed at the fifty-ninth and sixtieth sessions of the General Assembly. The response rate in 2006 was about 13 per cent, despite the fact that, at the request of Member States, the survey had been issued in all six official United Nations languages for the first time. In addition to being distributed in conference rooms, it was sent to all permanent missions and made available on the Internet. The results indicated an overall excellent or good rating of just over 86 per cent, a satisfactory rating of about 13 per cent and a poor rating of under 2 per cent. The Department has been consulting with the Office of Internal Oversight Services on ways to improve its client satisfaction surveys. A number of improvements have been proposed that will be incorporated in the survey to be used during the sixty-second session of the Assembly.

14. In addition to changes in the survey form, the Office of Internal Oversight Services has proposed a number of ways to increase feedback. It has also suggested that the Department establish a central database to enable it to systematically capture and analyse feedback from committee chairpersons, as well as ad hoc communications from Member States and other clients on the quality of conference services.

15. Informational meetings for Member States, which were initiated in 2002 at the request of the General Assembly, are now held twice-yearly, in accordance with Assembly resolution 59/265. Initially these meetings were organized only at Headquarters, but in recent years they have been organized at other duty stations as well. The meetings are attended by the chiefs of the different language services, who, in recent years, have been joined by representatives of the Department of Public Information, which is responsible for the United Nations website and the issuance of press releases on meetings.

16. The first round of informational meetings for 2007 was held at Headquarters from 23 to 27 April. A total of 22 Member States participated in the meetings (two of which attended two different meetings). The second round is planned for late September or early October.

17. While some concerns were voiced at the first round of meetings about the quality of interpretation (from and into Arabic, Russian to English and Chinese into English), delegations expressed satisfaction with the quality of language services overall. Among the suggestions made was that the Department prepare a brief guide outlining the mandates, working methods and outputs of its different units and including contact information for designated focal points for suggestions and complaints, and that each permanent mission should designate a focal point for translation and interpretation issues. The Department intends to follow up on those suggestions.

18. Ever since the first informational meetings were held, in 2002, attendance by Member States has been consistently disappointing. In spite of various changes that have been introduced in the scheduling of the meetings (time of year, time of day) in the hope of improving attendance, no significant improvement has been observed. Suggestions from Member States in this regard would be most welcome.

IV. Meetings management

A. Calendar of conferences and meetings

1. Requests to meet during the regular session of the General Assembly (exceptions to sect. I, para. 7, of General Assembly resolution 40/243)

19. In section I, paragraph 7, of its resolution 40/243, the General Assembly decided that no subsidiary organ of the Assembly could meet at United Nations Headquarters during a regular session of the Assembly unless explicitly authorized by the Assembly.

20. Every year, a number of requests for exceptions to that rule are received. In accordance with established practice, the requests are first submitted to the Committee on Conferences, which then makes a recommendation to the Assembly.

21. Annex III to the present report contains the requests received to date from subsidiary organs of the General Assembly to meet at Headquarters during the sixty-second session of the Assembly, as well as relevant statistical information on the sixty-first session of the Assembly. Requests received later will be issued in an addendum.

2. Draft calendar of conferences and meetings for 2008-2009

22. The draft calendar of conferences and meetings for 2008-2009 will be issued as an annex to the report of the Committee on Conferences to the General Assembly.

B. Improved utilization of conference-servicing resources and facilities

1. Meeting statistics of United Nations organs and analysis

23. The statistical data on the planned and actual utilization of conference resources allocated to a core sample of bodies that met in New York, Geneva, Vienna and Nairobi in 2006 are contained in annex I. They also include issuance compliance and availability indices for assessing the timely issuance of pre-session documentation and the week-by-week availability of such documentation.

24. *Utilization factor*. As shown in the following table, the overall utilization factor for 2006 was 83 per cent, 2 per cent lower than in 2005 and the same as reported in 2004. A slight decline was noted across all duty stations, with the exception of Nairobi. It is worth noting that the overall utilization factor remained above the established benchmark of 80 per cent.

	Number of meetings							*Utilization factor*			
Duty station	*A (programmed)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*	*F (minutes lost)*	*2004*	*2005*	*2006*	**
New York	1 232	29	207	1 054	122	39	28 624	79	83	81	74
Geneva	603	19	34	588	—	—	8 720	91	90	87	87
Vienna	159	6	1	164	—	—	4 278	90	87	85	85
Nairobi	21	1	—	22	—	—	—	98	95	100	100
Total	**2 015**	**55**	**242**	**1 828**	**122**	**39**	**41 622**	**83**	**85**	**83**	**79**

* Related reassignments.

** Utilization factor, counting only related reassignments.

25. A detailed breakdown by body of the utilization statistics shown above is contained in annex I. The categories for determining utilization in 2006 are the same as before. Credit for reassignment(s) in column E was given regardless of whether the body to which the services were reassigned was related to the originally scheduled body or not. Column (*) shows only reassignments to a related body, and column (**) indicates the utilization factor that would result if only related reassignments were counted. The time utilized for informal meetings or consultations held before the start, after the adjournment or instead of the officially

scheduled meetings, when utilizing the same services and with due notification given to the Secretariat, is not recorded as time lost.

26. For purposes of comparison, the following table provides a breakdown of the utilization factor for the bodies in the sample for the period from 2004 to 2006.

	Number of sessions		
Utilization factor (percentage)	*2004*	*2005*	*2006*
0-19	—	1	—
20-29	1	—	—
30-39	—	1	—
40-49	1	—	1
50-59	1	—	1
60-69	4	5	6
70-79	16	11	15
80-100	47	50	45
Total	**70**	**68**	**68**

27. Thus 67 per cent of the bodies in the sample had a utilization factor of 80 per cent or higher in 2006, as compared with 74 per cent in 2005 and 67 per cent in 2004.

28. *Meeting ratio*. The following is a breakdown of the meeting ratio for the organs represented in the sample from 2004 to 2006.

	Number of sessions		
Meeting ratio (percentage)	*2004*	*2005*	*2006*
10-19	—	1	—
20-29	—	—	—
30-39	—	—	—
40-49	—	1	—
50-59	4	2	—
60-69	2	—	4
70-79	3	5	3
80-89	11	7	8
90-100+	50	52	53
Total	**70**	**68**	**68**

29. Thus in 2006, 90 per cent of the bodies in the sample had a meeting ratio of 80 per cent and above as compared with 87 per cent in 2005 and 2004.

30. *Planning accuracy factor*. The following is a breakdown of the planning accuracy factor of the bodies in the sample from 2004 to 2006.

	Number of sessions		
Planning accuracy factor (percentage)	*2004*	*2005*	*2006*
0-39	1	5	2
40-49	1	—	—
50-59	4	3	—
60-69	5	1	6
70-79	5	5	3
80-89	12	12	12
90-100	42	42	45
Total	**70**	**68**	**68**

31. Thus in 2006, 84 per cent of the bodies had a planning accuracy factor of 80 per cent or higher, a 7 per cent improvement over the 2005 and 2004 reporting periods.

32. At 83 per cent, the overall utilization factor decreased by 2 percentage points in 2006 as compared with 2005, reverting to the same figure as reported in 2004. Improvement of the planning accuracy factor in 2006 by 7 per cent compared with 2005, as a result of better coordination between planning officers and technical secretariats, led to fewer cancellations and thus fewer reassignments. The number of reassignments declined to 59 per cent in 2006 as compared with 74 per cent in 2005 and 67 per cent in 2004. It should be noted that it was more difficult to match the time slots requested by the ad hoc intergovernmental bodies with those that became available because of the lower number of cancelled meetings. It is worth noting, however, that reassignments to related bodies increased to 33 per cent in 2006 as compared with 17 per cent in 2005 and 12 per cent in 2004. Moreover, time lost owing to late starting or early ending went down.

33. The Department for General Assembly and Conference Management has created a joint task force with the Statistics Division of the Department of Economic and Social Affairs to examine and analyse the formula used to determine the utilization factor with a view to possibly making recommendations for improvement or revision.

2. Consultations with and letters to bodies concerning the utilization of the conference services available to them

34. In order to identify measures to improve the utilization of services, in accordance with section II.A, paragraph 3, of General Assembly resolution 61/236, the Chairman of the Committee on Conferences, assisted by conference management and with the participation of the technical secretariat, consulted chairpersons of bodies that consistently utilize their conference-servicing resources below the established benchmark figure. Consultations also take place between conference management and the technical secretariats of bodies that consistently underutilize services throughout their sessions. These consultations focus on actual past utilization patterns, the duration or number of meetings and allocated services.

Adjustments in actual servicing, but not in entitlements, are considered and implemented with the consent of the bodies concerned.

3. Provision of interpretation services to meetings of regional and other major groupings of Member States

35. In section II.A, paragraph 6, of its resolution 60/236 B, the General Assembly recalled that meetings held by regional and other major groupings of Member States had so far been provided with interpretation services on an ad hoc basis, in accordance with established practice. This means, as stated in paragraph 25 of the previous report of the Secretary-General (A/61/129), that services for those meetings are provided on an "as available" basis from existing resources not used by calendar bodies, mostly as a result of cancellations of interpretation services by those bodies. In section II.A, paragraph 8, of the same resolution, the Secretary-General was requested to continue to explore innovative ways to address that problem.

36. The statistical data in annex II are broken down by regional and other major groupings at all duty stations for 2006. The general information can be summarized as follows:

	Meetings with interpretation services				*Meetings without interpretation services*		
Grouping	*Requested*	*Provided*	*Not provided*	*Percentage*	*Requested*	*Provided*	*Percentage*
New York	261	199	62	76	904	904	100
Geneva	87	65	17	75	1 221	1 031	85
Vienna	—	—	—		297	297	100
Nairobi	12	12	—	100	263	263	100
Total	**360**	**276**	**79**	**76**	**2 685**	**2 495**	**93**

37. In the previous report of the Secretary-General (A/61/129), two options for increasing the availability of resources to regional and other major groupings were put forward. One option entailed earmarking specific resources and funds to enhance predictability for servicing those meetings; this option would require General Assembly approval. The proposed solution was not pursued. The other option was to piggyback onto a plan whereby the Department in New York would allocate specific services on a weekly basis for meetings of those bodies shown in the calendar with an entitlement to meet "as required". This plan was put into effect in New York as from 1 January 2007, and interpretation for approximately three additional meetings per week was added to the weekly programme.

38. In 2006, 233 meetings with interpretation were requested by bodies entitled to meet "as required". These were ad hoc meetings over and above any sessions of the bodies shown in the calendar of conferences and meetings for which budgetary provision is made. Also, for the purposes of this exercise, the only Security Council subsidiary bodies included in the total were those that could not be accommodated from within the resources allocated daily for the Council. Out of the 233 requests for interpretation, 173 were provided, or 74 per cent. In the period from 1 January to 31 May 2007, those bodies requested 140 meetings, with interpretation being provided for 112 meetings, or 80 per cent. In order to give a more accurate

comparison, in the period from 1 January to 31 May 2006, "as required" bodies asked for 122 meetings, and interpretation was provided for 81 meetings, or 66 per cent. Therefore, the strategic reserve of up to three additional meetings per week that was put in place resulted in a considerably higher actual number as well as percentage of those meetings receiving services.

39. In the reporting period from January to December 2006 compared with 2005, there was again an increase in the number of meetings requested both with and without interpretation across all duty stations, although the increase was not as marked as the increase in 2005 over 2004. The meetings with interpretation increased by 8 per cent in 2006 over 2005, and the meetings without interpretation increased by 11 per cent. The percentage of meetings held by regional and other major groupings of Member States that were provided with interpretation in the last reporting period decreased to 77 per cent as compared with 87 per cent in the previous reporting period. The decrease was due to the rise in requests for meetings in New York and Geneva, and also, in New York, to the increase in meetings of "as required" bodies and an improvement in the utilization of conference services by calendar bodies, which led to fewer cancellations.

40. For purposes of the present report, attention is focused on the impact of the above initiative, put in place as at 1 January 2007, on the availability of services for regional and other major groupings. In the period from 1 January to 31 May 2007, 85 out of 105 requests for meetings with interpretation were granted, or 81 per cent, a percentage slightly higher than that for meetings with interpretation provided to bodies meeting "as required" and one that compares favourably to 73 per cent in the same period in 2006, when 91 out of 124 of the requests for meetings with interpretation were granted, and 75 per cent in the same period in 2005, when 62 out of 83 requests were granted.

41. **As indicated above, the "piggyback" option does seem to be having a positive effect on the provision of services to regional and other major groupings in New York, but it remains to be seen whether it can be a permanent solution, as this will depend on the volume of meetings requested by "as required" bodies, which has increased steadily over the past two years. Nevertheless, without a mandate from the General Assembly earmarking specific resources to service meetings of regional and other major groupings, the Department for General Assembly and Conference Management will not find it possible to accommodate their requests by any other means, as it sees no further innovative or cost-free options.**

4. Improved utilization of conference facilities at the United Nations Office at Nairobi

42. In section II.A, paragraph 9, of its resolution 61/236, the General Assembly noted with satisfaction that, in accordance with several of its resolutions, including resolution 60/236 B, all meetings of Nairobi-based United Nations bodies in 2005 had taken place in Nairobi, but reiterated the need for vigilance in this respect.

43. The United Nations Office at Nairobi has confirmed that all Nairobi-based bodies strictly adhere to the rule outlined in resolution 57/283 B that all of their meetings should take place in Nairobi, and that all of their meetings in 2006 were held there.

5. Conference Centre at the Economic Commission for Africa

44. In paragraph 13 of section II.A of its resolution 61/236, the General Assembly requested the Secretary-General to continue to explore means to increase the utilization of the Conference Centre, bearing in mind the headquarters minimum operating security standards.

45. The management of the United Nations Conference Centre in Addis Ababa is highly encouraged by the General Assembly's recognition of the efforts undertaken so far to increase utilization of the conference facilities by implementing new marketing strategies with a view to developing its clientele and operations.

46. Promotional activities carried out in 2006-2007 include the following:

(a) Direct and constant interaction with partners and regular clients, including regional offices of United Nations agencies based in Addis Ababa, to attract more statutory and regional conferences. This resulted in successfully hosting the World Health Organization, the International Committee of the Red Cross, the International Labour Organization, the African Development Bank and other high-level regional conferences between August 2006 and May 2007;

(b) Planning activities with the Addis Ababa Tourism Commission, major tour and travel operators, airlines and hotels to optimize the utilization of the Conference Centre by marketing Addis Ababa as a conference destination. In this respect, the Publications and Conference Management Section seized every opportunity to promote the Conference Centre to international conference and exhibition planners at major conventions. Promotional activities also include advertisement in specialized magazines, distribution of pamphlets at the Centre and joint publications with partners in the market.

47. As a result of these increased promotional activities, the Conference Centre at the Economic Commission for Africa recorded 4,829 meetings in 2006, with a utilization rate of 60.13 per cent (as compared with 42.23 per cent in 2005). For the first five months of 2007, the number of meetings recorded reached 2,393 and the utilization rate increased to 75 per cent, which is very promising for 2007.

48. In accordance with General Assembly resolution 61/236, whereby the Commission was requested to establish and develop linkages with other United Nations conference centres and to identify and emulate best practices, management has actively implemented the cooperation agreement established with the Division of Conference Services at the United Nations Office at Nairobi with respect to sharing interpreters as well as information technology staff. The Commission has also established similar agreements with the International Criminal Tribunal for Rwanda, the United Nations Office at Geneva and United Nations Headquarters in New York with regard to the use of their interpreters and translators during the Commission's statutory meetings.

C. Impact on meetings held at Headquarters during the implementation of the capital master plan, strategy IV (phased approach)

49. In its resolution 61/236, the General Assembly requested the Committee to keep the matter of the impact of the capital master plan on meetings under constant

review, and asked the Secretary-General to report regularly to the Committee on matters pertaining to the calendar of conferences and meetings of the United Nations during the construction period.

50. Since the release of the fourth annual progress report on the implementation of the capital master plan (A/61/549), there has been no major change in the overall plan. However, the appointment of a construction manager in 2007 will undoubtedly result in adjustments to and refinements of the original construction schedule, and there is a possibility that the implementation of the plan may start slightly later than originally scheduled. Whether the sixty-third session of the General Assembly will be held in the temporary conference building on the North Lawn or in the existing Conference Building has yet to be determined.

51. During the second phase of the capital master plan, when Conference Rooms 1, 2 and 3 in the first basement are under renovation, the work of the Security Council, when it needs to meet late into the night or on weekends, may be affected, as only the period from Monday to Friday, 10 a.m. to 6 p.m., will be noise-free. There will also be security and safety concerns if the Council, whose chamber and consultation room are located on the second floor, meets while construction is taking place directly underneath. The relevant part of the capital master plan will need to be looked at further to identify a solution with a view to ensuring both the Council's ability to conduct its business outside of regular hours and smooth and undisrupted construction during the second phase. Where to relocate the Security Council chamber and the consultation room during that phase may have to be reconsidered.

V. Document management

A. Submission, processing and issuance of documents

52. In its resolution 61/236, the General Assembly noted with concern the continued high level of late submission of documentation by author departments, which, in turn, had a negative impact on the functioning of intergovernmental bodies, and requested the Secretary-General to report to it at its sixty-second session, through the Committee on Conferences, on impediments, if any, to achieving full compliance with the 10-week and 6-week rules for the issuance of pre-session documents, including, where appropriate, proposed measures to address the situation. It should be noted that slotted documentation comprises approximately 60 per cent of the total documentation workload of the Department. The remaining 40 per cent includes, inter alia, in-session documentation, mainly resolutions and decisions, communications from Member States and unforeseen reports, the bulk of which are unpredictable and often require urgent processing. This means that basically all the documentation that can be slotted is currently being slotted.

53. However, the overall level of timely submission has hovered around 70 per cent for the following reasons:

(a) Late slotting;

(b) Late submission;

(c) Changes in the programmes of work of intergovernmental bodies;

(d) Inadequate time frame.

Submission dates later than the established benchmarks are likely to result in the late issuance of documents. For the second half of 2007, the percentage of late slotting requests by author departments is around 10 per cent.

54. All author departments were requested to limit the exceptions (to the 10- or 8-week time frame) to truly force majeure cases. In that spirit, the heads of author departments have provided written justifications for all their late slotting requests if the mandated submission deadlines cannot be adhered to for force majeure reasons. Compared with the previous practice of making such requests at the working level, this move is designed to make senior management aware of the extent and implications of their late slotting requests.

55. All documents that are foreseen to be submitted late have been drawn to the attention of the presiding officers of intergovernmental bodies, who are expected to examine the reasons and decide whether they are justified and to provide feedback if they do not find such justifications acceptable so that the Department can take action accordingly.

56. The Department has also communicated the entire submission schedule to the presiding officers of the intergovernmental bodies concerned so that they are aware of the availability of documents when preparing and finalizing their programmes of work.

57. Submission later than the slotted dates is disruptive to processing and capacity planning; it is also the primary cause of the late issuance of documents. Late submission can also have financial implications, particularly in cases where rush processing is required.

58. There are three main reasons for late submission. First, there is lack of proper planning and timing of the document preparation process. Report preparation is a time-consuming process involving multiple parties and stages. Therefore, proper planning and timing of the process is vital to ensuring that reports are prepared, cleared and submitted for processing in a timely manner. This is particularly true for reports requiring extra stages that prolong the document preparation process, such as the requirement for inputs from other offices and/or sources into the reports. Author departments should carefully work out an internal document preparation timeline and clearance procedure and meticulously observe the internal deadlines so that documents can be submitted to the Department for General Assembly and Conference Management in a timely manner. In order to help authors, the Department has put together a model timeline drawing on best practices and has provided it to all author departments and offices. It also sends periodic reminders to author departments.

59. Second, there are documents beyond the control of author departments. In view of some chronic late submissions, the Department has conducted an analysis and found that 8 per cent of the documents slotted for the second half of 2007 were to some extent beyond the control of the Secretariat, as they were mostly submissions from Member States. On top of that, another 7 per cent of documents are to some extent beyond the control of author departments, most of them being reports of the Secretary-General that are compilations of inputs from Member States. Accordingly, the Department has made some adjustments in the slotting system in consultation with author departments. For the reports of special

rapporteurs of the International Law Commission, for example, the Commission has been asked if it would formally endorse a reasonably shorter time frame for the submission and issuance of its documents so that the reports of special rapporteurs could be slotted against the new benchmark. In that new time frame, the Department would still have four weeks for processing, but the dates for the submission and issuance of documents could be closer to the dates of consideration.

60. Third, in the case of some intergovernmental bodies, the finalization of Secretariat reports is sometimes preceded by several rounds of informal consultations among Member States, a fact that affects report issuance and is beyond the control of the Secretariat.

61. The document slotting schedule is based on the programmes of work of intergovernmental bodies, so changes in the latter have a direct impact on the former. Since the slotting schedules are prepared long before the programmes of work are finalized, and given the dynamic nature of the intergovernmental process, some adjustments in the slotting schedules are inevitable. Consequently, the Department has provided the slotting schedules to the presiding officers of intergovernmental bodies for reference in preparing their programmes of work. It has also asked intergovernmental bodies to inform it in a timely manner of any changes in their programmes of work that might affect document submission dates so that the Department can make the proper adjustments in the submission schedule and issue documents in time for their consideration by intergovernmental bodies.

62. Documents often are mandated by the General Assembly for consideration shortly after the mandate is adopted, leaving inadequate time for author departments to prepare and submit the reports 10 or 8 weeks before the relevant meeting.

63. The senior management of the Department for General Assembly and Conference Management has been closely involved in document management. The Under-Secretary-General communicates regularly with department heads and presiding officers on the status of pre-session documentation in order to give a full and transparent overview to Member States and to the Secretariat officials involved in providing substantive support to the intergovernmental bodies. The Assistant Secretary-General holds high-level bilateral meetings with individual author departments as necessary. Most recently, bilateral meetings were held with the Office for Disarmament Affairs, the United Nations Development Programme (UNDP), the United Nations Children's Fund (UNICEF) and the Office of the United Nations High Commissioner for Human Rights to deal with long-standing problems or newly emerging concerns.

64. At the working level, the Department sends weekly reminders to focal points in all author departments that have documents pending to apprise them of upcoming deadlines or inform them that they have missed the submission deadline and that their documents will therefore be issued late. The Department absorbs delays in submission and issues even documents submitted late well in advance of the date on which their consideration is scheduled, thus reducing pressure on the author departments to meet the submission deadlines. The unavoidable consequence of "rush processing" is a delay in the timely processing of other documents, including those submitted in accordance with the slotted dates.

65. In response to the request of the General Assembly to identify the negative impact of the late submission of documentation on the functioning of

intergovernmental bodies, the Department has been actively seeking feedback from such bodies. From July 2006 to June 2007, document service reports were transmitted by the Under-Secretary-General to the presiding officers of most of the intergovernmental bodies that met during the period to solicit their evaluation of the documentation services provided and seek their views on how they could be improved. A total of 44 document service reports were sent out, and 18 responses have been received.

66. Judging from the feedback received, no significant negative impact is apparent. Most of the intergovernmental bodies expressed satisfaction with documentation services, noting that the timely issuance of documentation was critical to facilitate thorough preparation by delegations for the consideration of items and the smooth functioning and success of intergovernmental bodies. Some intergovernmental bodies pointed out that the late issuance of documentation was due solely to its delayed submission and that some late submissions could be avoided by submitting reports in advance or by avoiding lengthy reports. It was recommended that a follow-up mechanism be set up in order to avoid late submissions. In order to reduce late issuance in the future, the Secretariat was urged to take stronger and more effective managerial action to ensure more timely preparation and submission of documentation.

67. The Assembly has urged compliance with relevant guidelines on page limits. In keeping with past practice, all agreements reached on the length of individual documents are confirmed in the form of memorandums from the Under-Secretary-General for General Assembly and Conference Management to the heads of author departments and offices. Through such proactive advance waiver management, a total of 59,196 words (112 single-spaced pages) were negotiated down from the level requested by author departments and offices for the second half of 2007.

68. The Department continues to draw the attention of the secretariats servicing intergovernmental bodies to the drafting guidelines for reports not originating in the Secretariat (A/58/CRP.7). Endorsement by the General Assembly of those guidelines would help the Department to enforce them.

69. One other difficulty in enforcing the page limits has to do with those cases where submissions from Member States as input into the reports of the Secretary-General are lengthy. Some author departments send out questionnaires that make no mention of the need for brevity and are reluctant to summarize submissions of Member States, as recommended by the General Assembly in section D, paragraph 5 of its resolution 41/177. This has sometimes resulted in extremely lengthy documents with serious financial implications and adverse impact on timely processing and issuance.

70. The General Assembly welcomed the new accountability mechanism set up in the Secretariat for the submission, processing and issuance of documentation and requested the Secretary-General to report thereon to the Committee on Conferences for its further consideration and analysis in order to provide concrete recommendations to it at its sixty-second session.

71. As part of the accountability system demanded by the General Assembly for document management, the Secretary-General has, in his compact with all heads of departments and offices since 2006, set a target of 90 per cent for the timely submission of documents and has included this indicator as part of the evaluation of

their overall performance. The Department has been monitoring and evaluating all author departments' compliance with submission deadlines and submits annual reports on their performance to the Secretary-General and the relevant intergovernmental bodies in which it provides an overview of document management as well as department-specific information on document submission.

72. Within the Department for General Assembly and Conference Management, the Departmental Management Group, chaired by the Under-Secretary-General, reviews the bimonthly document management report, discusses underperformance in terms of submission, processing and issuance, decides on remedial measures to be taken and provides policy guidance.

73. As mandated by the General Assembly, the interdepartmental task force meeting, chaired by the Assistant Secretary-General, was held on 6 March. It was attended by 88 participants from most of the Secretariat entities based in New York. A number of author departments (UNICEF, the Department of Public Information and the Department of Economic and Social Affairs) talked about their experience in enhancing submission compliance, dealing with documents not entirely within the control of the author departments (Department of Economic and Social Affairs) and enforcing waiver management (UNDP) and their success stories.

74. To institutionalize the accountability mechanism, the Department has defined, with the help of management consultants from the Department of Management, a core cluster of monitoring, evaluation, and risk-assessment functions to facilitate management and reporting. A separate unit will be established if approved by the Assembly in the context of the proposed programme budget for the biennium 2008-2009.

75. Capacity planning is a complex exercise, in particular because of the uncertainty surrounding the length and timeliness of submissions. Over time, the methodology for capacity planning has had to be adjusted to improve workload forecasting. In 2006, historical patterns were used as the primary basis for forecasting incoming workload. Starting from 2007, the Department has fine-tuned the methodology by combining such historical figures with information generated by the slotting system. The result is a building block approach that forecasts the core workload, namely, the volume of slotted pre-session documents and in-session documents that will be submitted every week in the following three months. All translation services then build up their capacity to handle that workload. Translation services have also been provided with interactive information on individual documents, such as their topics and length, to help ensure that the capacity they put in place is not just adequate but rather is better suited to the incoming jobs.

76. It should be pointed out, however, that while the total number of pages submitted for translation per year is reasonably stable, making it possible to have a relatively accurate idea of the global range of pages the documentation services will have to absorb, it is not possible to state with an equal degree of certainty what the exact volume will be at any given point in time.

77. **The General Assembly may wish to:**

(a) **Urge intergovernmental bodies to respond to document service reports as a way of identifying problems they have with documentation services and making suggestions for improvement so that the Secretariat can take more targeted action to improve its services in the future;**

(b) Endorse the following drafting guidelines for reports that are not totally within the purview of the Secretariat: reports, including those of intergovernmental/expert bodies:

(i) Should be action-oriented and limited to new developments and recommendations, primarily resolutions and decisions adopted;

(ii) Should avoid summarizing statements under each item, unless they are pertinent to the conclusions reached;

(iii) Should also avoid reproducing in full information received from Member States unless the Secretary-General is explicitly requested to do so;

(c) Affirm that when a document is prepared on the basis of Governments' replies to a questionnaire or of submissions by the agencies and programmes of the United Nations system, such replies and submissions should not be reproduced in full in the body of the document or in an annex to it. Should the body concerned wish to see the texts of such replies and submissions, the Secretariat should make them available only in the original language and in an appropriate form;

(d) Reiterate its request that the Secretary-General bring to the attention of intergovernmental bodies, at the time when decisions are being adopted, any request for documentation that exceeds the ability of the Secretariat to produce such material on time within its approved resources and to give due explanations (resolution 33/56);

(e) Request Member States and intergovernmental bodies to submit their inputs to reports of the Secretary-General in a timely manner and make efforts to keep them succinct.

B. Author-assistance projects

1. Prototype editorial toolbar

78. A specialized Microsoft Word template for United Nations authors has been designed by the Editorial Control Section, with the support of the Information Management and Technology Unit. By using this innovative toolbar embedded within the document file of their drafts, authors will benefit from improved access to editorial and reference sources including UNTERM, ODS and the *United Nations Editorial Manual Online*, thereby enhancing the quality of their documents submitted to the Department for official processing. The toolbar is being tested by 50 authors over a three-month period and is expected to be launched Secretariat-wide by the end of 2007.

2. Online report-writing course for United Nations authors

79. The Editorial Control Section is finalizing an online report-writing course prepared by the United Nations Office at Vienna. The course is already available to Vienna authors and will be posted on the website of the *Manual Online* in September 2007. It builds on language-teaching material developed by the Learning Section of the Office of Human Resources Management, with a particular focus on the editorial aspects of drafting United Nations documents.

C. Publishing

80. The Publishing Section of the Department prints and distributes all of the official records of meetings and conferences and handles an increasing percentage of the printing and distribution of publications for clients at Headquarters and worldwide.

81. The Section has committed itself to providing timely, cost-effective services. It has done so by acquiring and applying systems and processes (portable document format (PDF) workflow, computer-to-plate processing, digital printing/printing on demand, computer-assisted colour offset, industry-leading production management software, innovative packing/distribution technologies and software) that match those employed at flourishing printing industry plants. The Section, which monitors its output in total page impressions, continuously seeks out technologies and process enhancements to refine and improve its service to clients.

82. With the assistance of the Management Consulting Section of the Office of Internal Oversight Services, the Publishing Section is carrying out a project aimed at enhancing its services, making clients more aware of the advantages of existing in-house printing and distribution services, thus increasing the number of pages processed and reducing unit costs.

83. The Department has also established a publishing working group composed of focal points from the publishing (printing and distribution) areas of each of the four duty stations. The purpose of the working group is to share information and best practices and to investigate the possibilities for technology and capacity-sharing among the operations. The group will carry out its work through a series of e-mail and videoconferencing exchanges and engage in projects that will test ideas about efficient and effective methods for printing, distributing, reporting on and promoting the services of the publishing operations in order to enhance those services for clients Organization-wide.

VI. Translation- and interpretation-related matters

A. Performance measurement and management

84. A new approach emphasizing more meaningful indicators of achievement and measures of full-system performance has been developed to supplement the individual workload standards that have traditionally been applied in the Department for General Assembly and Conference Management to limited categories of staff. Since one of the key concepts of the ongoing reform of the Department has been to manage its various processes from a full-system perspective and given the limitations of quantitative individual workload standards as measures of full-system efficiencies, there was clearly a need to supplement those standards — which continue to be useful for internal capacity planning and monitoring purposes — with more meaningful, broader, higher-level measures of performance such as user satisfaction, timeliness of delivery and quality of services, and overall cost per unit of output. Such a methodology is in line with the "balanced scorecard" approach to performance measurement that is widely used in the private sector and, increasingly, in public sector institutions (the International Monetary Fund, for example) as well.

85. At the sixty-first session of the General Assembly, the Department presented an oral proposal for an array of indicators, both quantitative and qualitative, under the headings of timeliness, quality, financial performance and organizational learning and growth in response to the Assembly's call for a comprehensive methodology for performance measurement from a full-system perspective. The Assembly, in section V, paragraph 7, of its resolution 61/236, noted the proposal and requested the Secretary-General to begin reporting on the specific indicators proposed, starting at its sixty-second session. In response to that request, the Department will submit a report with the new indicators for Headquarters to the Committee on Conferences at its September 2007 meeting. Starting in 2008, indicators will be provided for all four duty stations. The array of indicators to be reported to the General Assembly will also be made available to all staff of the Department in the interests of transparency and of increasing awareness of the importance of excellent performance and client orientation.

86. The proposed performance measurement matrix follows:

Financial performance metrics	*Quality measures*
• Overall share of conference services in the total budget • Unit costs for the following outputs/services: (a) One page of documentation in six languages (b) One meeting with interpretation in six languages and support services (c) One meeting with interpretation in six languages, support services and summary records in three languages (d) One meeting with interpretation in six languages, support services and summary records in six languages (e) One meeting with interpretation in six languages, support services and verbatim records in six languages	• Results of client satisfaction surveys (aimed at collecting data for the performance indicators identified in the strategic framework (percentage of those surveyed expressing satisfaction with specific services or outputs)) • Detailed reports on the language-specific informational meetings between language services and Member States that are now held twice yearly by decision of the General Assembly; delegations attending could be asked to comment specifically on the quality of translation, interpretation, editing and meeting records • Report on feedback (complaints, commendations, etc.) received from Member States, author departments and other stakeholders

Timeliness indicators (documentation)	*Productivity measures*
• Percentage of documents submitted on time and within applicable page limits that are issued six weeks before consideration	• Translation productivity: translation output in words divided by staff time used
• Percentage of documents issued less than one week before consideration	• Editing productivity: physical pages edited divided by staff time used
• Percentage of all documents issued in accordance with the six-week rule	• Text-processing productivity: words of straight typing divided by staff time used

Meeting management indicators	*Human resources measures*
• Percentage of meetings of regional and other major groupings of Member States provided with interpretation services	• Vacancy rates in key occupational groups
• Ratio of meetings planned to meetings held	• Resignations, early retirements and transfers out of language functions for the Department as a whole and broken down for selected occupational groups (interpreters, verbatim reporters, translators, editors, text-processors)
	• Training: number of staff participating in the external studies programme; percentage of successful applicants for the programme in relation to the number of applications received
	• Results of an annual "staff satisfaction survey" (aimed at ascertaining the views of staff on their working conditions, staff-management relations and other matters having a bearing on their performance and morale)

B. Self-revision

87. It bears repeating that there is no absolute appropriate level of self-revision. Self-revision rates depend on a combination of factors that are likely to change over time, from language to language and from duty station to duty station. One clear advantage of self-revision is that it makes it possible to process unexpected urgent documents more expeditiously so that they can be issued in time for scheduled dates

of consideration. This has become even more crucial in the current situation, where a large number of staff are expected to retire in the next five years. However, even with strict coordination measures in place — something not always possible because of the urgency of a document — it is generally recognized that there is usually a trade-off between expediency and quality.

88. The self-revision rate at Headquarters for the six translation services in 2006 was 47.6 per cent, very close to the 45 per cent benchmark, a figure based on the actual ratio of translators to revisers in the early 1980s. The large number of retirements in recent years, a trend that is expected to continue into the future, and the corresponding influx of new recruits have significantly altered the demographic structure and experience level of most of the translation services. The work of the new recruits and relatively inexperienced translators must, of necessity, be revised, which dictates that a larger proportion of the translation workload will have to be revised, thereby curbing the self-revision rate.

89. The altered demographics of the translation services is expected to have an impact on translation productivity in the coming years, necessitating increased use of temporary assistance in order to enable the translation services to provide for sustained monitoring and supervision of trainees while maintaining required output levels within the applicable deadlines for issuance of documents. On the other hand, more vigorous proactive document management may help to reduce the number of instances when it is necessary to resort to self-revision in order to meet deadlines.

C. Contractual translation and quality control

90. All duty stations have plans to expand in varying degrees the use of contractual translation, whenever feasible and appropriate, that is, after making sure that in-house capacity is fully utilized, as a means of keeping down translation costs and ensuring adequate capacity to handle the translation workload at all times of the year. As part of this strategy for guaranteeing a standing capacity that can be called upon in case of need, institutional contractors (translation agencies) are being used for the first time for French and Spanish, following bidding exercises conducted by the Procurement Service. (A bidding exercise for contractual translation into English did not yield any company that met the requisite quality standards; a bidding exercise for Arabic is in the planning stages.)

91. However, in the pursuit of cost-effectiveness — which is one of the four central objectives of the Department's reform programme, the Department does not lose sight of the other three objectives — quality, timeliness and efficiency. Of these, the most important is the need to ensure the highest quality of translations. In this connection, internal capacity to ensure appropriate quality control of external translations has been inadequate at all duty stations, a fact that has been recognized by the General Assembly in section V, paragraph 10, of its resolution 61/236, in which it requested the Secretary-General to provide at all duty stations staff in adequate numbers and at the appropriate grade level to cover this need.

92. Quality control is a function of Senior Revisers at the P-5 level, but at some duty stations, such as Vienna, there are no such posts in the translation sections. This anomaly, which results from the inequality in grades between Vienna on the one hand and New York and Geneva on the other should be addressed in future programme budgets.

D. Succession plans for language staff

1. Competitive examinations

93. A detailed succession planning exercise covering the period from 2007 to 2011 was carried out by the Department in 2006 and the results were shared with the Office of Human Resources Management with the aim of scheduling competitive examinations in time to provide adequate rosters to fill projected vacancies in the language services. In order to be able to cope better with the large number of projected retirements, particularly where acute shortages of particular language combinations existed, the dates of some competitive examinations had to be advanced (Arabic interpreters from October to April 2007, English interpreters from the end of 2007 to April 2007). The results of these examinations were not available at the time of writing.

94. In addition, in response to unexpected developments, such as the exhaustion of rosters sooner than anticipated (owing, in some cases, to the refusal of successful candidates to accept offers of appointment), additional examinations were requested. Thus, an examination for Arabic translators was needed in 2007, despite the fact that such an examination in May 2005 had yielded 22 successful candidates. A French translators' examination for 2007 was already in the planning stages when the French Verbatim Section was unexpectedly confronted with an acute shortage of potential recruits. When the Office of Human Resources Management advised the Department that it did not have the resources or capacity to conduct two separate examinations for French translators and French verbatim reporters in the same year, a single examination format for French-language translators/précis-writers and verbatim reporters became necessary as an exceptional measure, and the examination was held in July 2007. Other examinations scheduled to be held in 2007 are as follows:

French interpreters	July
English copy-preparers/proofreaders/production editors	October
Spanish copy-preparers/proofreaders/production editors	October
Arabic translators	November

95. In its efforts to fill vacancies in the language services, the Department is utterly dependent on the ability of the Office of Human Resources Management to organize the competitive examinations needed and handle the related recruitment workload. The Department has worked with the Office on those issues in the hope of finding a solution in the context of the proposed programme budget for the biennium 2008-2009. The Office of Human Resources Management has indicated that in the next biennium it will continue to ensure the prompt organization and scheduling of language examinations as needed. It will seek economies of scale by scheduling all examinations for the same language at the same time and by charging to common staff costs, as agreed by the Controller, the projected additional expenditures resulting from the increased number of language examinations. Preliminary planning of examinations for 2008 indicates that the Office of Human Resources Management will be able to meet the Department's needs with regard to the number of examinations to be held, but not with regard to the optimal timing of

those examinations in the light of the Department's own operational constraints and requirements. Moreover, 2009 promises to be a particularly heavy year, with eight examinations anticipated and a considerable spillover of work into 2009 from examinations conducted in the last quarter of 2008. The scheduling of all examinations for a given language at the same time may hold the promise of economies of scale, but those economies may prove to be illusory if the timing for specific occupational groups is not precisely right (either premature or too late), since rosters tend to go stale if offers of appointment are not forthcoming soon after the establishment of the roster, while examinations held too late result in prolonged vacancies in the units concerned. The Department remains convinced of the importance of scheduling examinations strategically in the light of anticipated real needs.

2. Outreach efforts

96. A common platform for outreach to universities in the area of training of language staff has recently been developed for the United Nations, spelling out the objectives of cooperation between the Organization and established translator and interpreter training institutions and specifying both the general features that should be incorporated into curricula in order to ensure that graduates are well prepared to work as language specialists in the United Nations and other international organizations and the forms that United Nations assistance to such training institutions might take.

97. The platform for action received the endorsement of the membership of the International Annual Meeting on Language Arrangements, Documentation and Publications in June and will now serve as the basis for a common approach on the part of all members. On the basis of the common platform, the Department has initiated preliminary contacts with a number of institutions and intends to expand and broaden those contacts in the near future. In addition, a departmental steering group for the university outreach project is currently investigating ways of leveraging existing resources (both human and financial) to expand training opportunities for candidates who, while having failed to pass a competitive examination, are nonetheless deemed to have promise. It is hoped that such training programmes will yield additional good candidates for recruitment to language posts.

3. Training needs

98. Staff of the Department take full advantage of the training programme that is centrally administered by the Office of Human Resources Management, including the external studies programme. However, given the paucity of dedicated training funds, the Department is forced to rely on various low-cost internal training options, taking advantage of the expertise of its own staff for targeted peer training and coaching. For example, information technology focal points in individual units are very active in providing informal training to colleagues to increase their proficiency in the use of standard applications. In April 2007 the Department hosted for the first time a joint training venture organized under the auspices of the International Annual Meeting on Language Arrangements, Documentation and Publications. The two-day programme focused on the management of quality in translation and was well received by participants. Such joint training ventures are conducted by staff from organizations participating in the Meeting who have specific expertise in the subject covered and cost a fraction of what commercial training companies would

charge on the open market for comparable training. In addition, staff exchanges between the four duty stations, as well as with the regional commissions and other international organizations, have been actively pursued not only because of their usefulness as a tool for regulating capacity, but also because they afford invaluable learning and professional development opportunities for the staff who take part in them. However, there is a dire need for institutional training for language staff, especially new recruits, to enable them to master United Nations terminology and to advance career development with a view to filling the lacuna that will result from increasing retirements. Institutional training naturally requires appropriate financing and qualified training staff.

E. Impact of freelance recruitment on quality of interpretation at all duty stations

99. In its resolution 61/236, the General Assembly noted with concern the high reliance on freelance interpretation at the United Nations Office at Vienna and requested the Secretary-General to report on any inconsistency in quality of interpretation services there and at other duty stations, as well as on measures to address this issue, if needed.

100. To better manage the Organization's resources, the levels of the staffing tables in the language services are kept below those required during peak periods. Permanent staff services are supplemented as necessary with those of freelancers. Concerns about the quality of freelance staff have been expressed in the past, in particular at the smaller duty stations where, because only one team of interpreters is available, the ratio of freelancers to permanent staff is higher than at the larger duty stations. In addition, recruitment has proved difficult and there have been complaints about the quality of freelance services. To attend to that situation, the 2008-2009 budget proposal contains a request for additional P-5 posts for interpreters at the United Nations Office at Vienna.

VII. Concluding observations

101. **The Department for General Assembly and Conference Management remains fully committed to the Organization's reform initiatives and intends to continue to improve management of the resources made available to it by Member States. Nonetheless, there are external factors beyond the Department's control that can and frequently do have considerable impact on the efficient utilization of its resources.**

102. **Among these factors is the continuing impact of the demographic transition due to the retirement of language staff, which makes all the more important a vigorous training programme to assimilate new recruits and bring them up to speed quickly. It is equally important to upgrade the skills of serving staff so that they can achieve even higher levels of productivity, thereby offsetting the loss of capacity resulting from the need to devote more staff time to the training, mentoring and supervision of new recruits. Training is also crucial in the context of increasing the pool of qualified linguists from which the Department can draw in replenishing its ranks. In this connection, outreach to universities, training institutions and professional associations is a crucial**

component of the Department's strategy. The capacity of the Office of Human Resources Management to organize and conduct competitive language examinations and to handle the related recruitment workload at a time of substantial staff turnover is also a key factor. Success in all these endeavours depends on the availability of adequate resources.

103. Another imponderable is the impact of the implementation of the capital master plan on the Department's operations, which will most likely be carried out from four different locations at Headquarters. This situation dictates that the Department's information and communications infrastructure be up to the task of ensuring close coordination and seamless interaction between units at different locations. The upgrading of hardware and the development of a reliable information technology backbone for remote access to central databases and information systems may place a strain on information and communications technology resources.

104. While it is highly unlikely that the intergovernmental processes requiring the provision of services for their smooth functioning can be made fully predictable and therefore amenable to an optimal utilization of resources, there is still a considerable amount of work that can be done to continue to improve the Department's operations. In some cases, the measures proposed by the Department go back several years and would greatly benefit from Member States' explicit endorsement. In others, the Department, in close cooperation with fellow departments, is testing innovative approaches which, if successful, could bring further efficiency to its operations.

Annex I

Meeting statistics of a core sample of United Nations bodies

A Number of meetings programmed by a given organ at a scheduled session

B Number of additional meetings held during the session

C Number of meetings cancelled during the session

D Number of meetings actually held

E Total number of reassignments

F Amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes, e.g. 5.25 = 5 hours and 25 minutes)

MR Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A)

PAF Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A)

UF Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - (F/3)}{(A+B)} = UF$$

In the foregoing calculation, the number of minutes/hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of reassignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held.

Note: In the calculation of UF, in order to better reflect the utilization of time, instead of the number of meetings, the total duration of meetings in minutes is counted under A, B, C, D, E and F.

CI Issuance compliance index, calculated first as the percentage of pre-session documentation issued in accordance with the six-week rule and again as the percentage of documentation issued four weeks before the start of the session

AI Availability index, calculated as the actual rate of delivery presented on a week-by-week basis

N/A Not applicable

* Number of related reassignments

** Utilization factor that would result if only related reassignments were credited

The statistics are compiled in accordance with the methodology adopted by the Committee on Conferences at its 348th meeting, held on 18 May 1993.

A. New York

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Commission on Sustainable Development																				
fourteenth session, 1-12 May 2006	39	5	8	36	7	N/A	3.55/1.35	92	67	94	N/A	294	23	25	1	1	—	—	—	—
thirteenth session, 11-22 April 2005	38	5	14	29	7	N/A	16.50/4.45	76	50	67	N/A	1 295	—	14	—	14	43	—	43	—
twelfth session, 19-30 April 2004	29	—	1	28	—	N/A	5.15/0.55	97	97	89	N/A	370	25	75	33	17	17	—	—	8
Human Rights Committee																				
eighty-sixth session, 13-31 March 2006 (New York)	30	—	1	29	1	N/A	3.35/3.30	97	97	92	N/A	425	—	6	—	6	1	2	—	1
eighty-third session, 14 March-1 April 2005 (New York)	26	1	—	27	—	N/A	4.15/6.25	104	96	87	N/A	640	—	—	—	—	—	—	100	—
eightieth session, 15 March-2 April 2004 (New York)	30	2	1	31	—	N/A	4.20/2.05	103	90	90	N/A	385	69	84	15	—	15	—	—	—
General Assembly (Fifth Committee)																				
resumed sixtieth session,																				
6-31 March 2006	40	—	5	35	5	4	9.55/1.55	88	88	90	88	710	—	1	—	1	1	1	2	1
22 May-30 June 2006	57	—	7	50	7	7	15.05/9.25	88	88	86	86	1 470	37	44	6	1	2	1	—	10
resumed fifty-ninth session,																				
7 March-1 April 2005	37	31	26	42	26	—	10.15/2.45	114	54	94	55	780	—	—	—	—	—	14	14	71
2-27 May 2005	40	15	12	43	12	—	7.30/4.45	108	33	93	71	735	67	71	2	2	4	—	11	13
resumed fifty-eighth session,																				
10 March-2 April 2004	36	3	5	34	1	—	7.45/9.05	94	78	75	73	1 010	—	—	—	—	23	—	8	69
3-28 May 2004	38	9	3	44	2	—	8.00/2.10	116	68	91	86	610	65	71	2	4	2	8	—	18

	A	B	C	D	E	*	F	MR	PAF	UF	**	CI Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
United Nations Development Programme/United Nations Population Fund Executive Board																				
first regular session,																				
24-27 January 2006	8	—	—	8	—	N/A	2.25/	100	100	90	N/A	145	4	13	5	4	—	1	2	1
24-28 January 2005	8	—	—	8	—	N/A	3.40/2.50	100	100	73	N/A	390	—	45	—	45	4	4	14	32
27-30 January 2004	8	—	2	6	—	N/A	1.35/0.35	75	75	66	N/A	130	15	35	20	—	10	15	5	35
Commission on the Status of Women																				
fiftieth session, 27 February-10 March 2006	20	—	—	20	—	N/A	5.15/1.50	100	100	88	N/A	425	12	16	2	2	—	—	2	—
forty-ninth session, 28 February-11 March 2005	21	2	—	23	—	N/A	4.05/1.00	110	90	93	N/A	305	—	15	—	15	31	23	—	31
forty-eighth session, 1-12 March 2004	20	7	—	27	—	N/A	6.30/5.00	135	65	86	N/A	690	9	41	27	5	23	9	9	18
General Assembly (Sixth Committee)																				
sixty-first session, 2006	27	4	6	25	4	N/A	3.15/1.50	93	63	88	N/A	305	5	6	—	1	1	—	1	2
sixtieth session, 2005	32	1	4	29	4	N/A	5.20/8.20	91	84	86	N/A	820	44	55	—	11	11	—	22	11
fifty-ninth session, 2004	38	1	6	33	4	N/A	7.15/12.20	87	82	78	N/A	1 155	53	65	6	6	—	6	6	23
General Assembly (Fifth Committee)																				
sixty-first session, 2006	116	2	22	96	18	10	23.25/9.50	83	79	87	80	1 995	26	40	5	9	3	7	15	18
sixtieth session, 2005	112	48	21	139	19	12	17.40/18.20	124	38	91	87	2 160	34	49	7	8	3	11	16	21
fifty-ninth session, 2004	113	22	12	123	10	10	28.30/9.00	109	70	89	89	2 250	24	30	2	4	2	7	12	49
Committee on Conferences																				
11-15 September 2006	10	—	—	10	—	N/A	2.45/1.35	100	100	86	N/A	260	1	1	—	—	—	—	—	1
19-27 September 2005	10	3	—	13	—	N/A	3.15/0.15	130	70	91	N/A	210	50	50	—	—	—	—	—	50
7, 8 and 10 September 2004	8	—	—	8	—	N/A	1.40/0.00	100	100	93	N/A	100	50	100	—	50	—	—	—	—

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Committee on Non-Governmental Organizations																				
19-27 January and 10-19 May 2006	30	—	3	27	3	N/A	8.15/4.20	90	90	86	N/A	755	—	12	6	6	—	4	3	9
5-18 January and 9-20 May 2005	36	7	6	37	3	N/A	13.30/1.45	103	64	81	N/A	915	7	30	19	4	13	14	42	—
10-28 May 2004	30	—	—	30	—	N/A	13.15/2.25	100	100	83	N/A	940	5	20	5	10	10	—	5	65
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization																				
3-13 April 2006	9	—	3	6	3	N/A	1.40/2.20	67	67	85	N/A	240								
14-21 March 2005	11	—	5	6	3	N/A	1.20/3.30	55	55	67	N/A	290								
29 March-8 April 2004	17	1	9	9	3	N/A	2.25/4.50	53	41	53	N/A	435								
Committee for Programme and Coordination																				
forty-sixth session, 14 August-8 September 2006	38	3	2	39	2	N/A	12.05/7.05	103	87	84	N/A	1 150	25	32	5	2	2	1	2	2
forty-fifth session, 6 June-1 July 2005	40	4	4	40	4	N/A	9.35/8.10	100	80	87	N/A	1 065	25	47	14	8	14	14	4	22
forty-fourth session, 7 June-2 July 2004	40	2	4	38	3	N/A	8.05/2.30	95	85	89	N/A	635	8	21	5	8	14	32	11	22
General Assembly (First Committee)																				
sixty-first session, 2006	26	—	4	22	2	1	2.00/5.35	85	85	83	79	410	23	25	2	—	1	—	—	14
sixtieth session, 2005	27	1	4	24	3	—	1.45/11.55	89	81	80	69	820	58	64	3	3	6	3	3	25
fifty-ninth session, 2004	27	1	3	25	—	—	6.00/8.50	89	89	71	71	890	41	47	2	4	8	—	6	39
United Nations Development Programme/United Nations Population Fund Executive Board																				
second regular session, 11-15 September 2006	10	—	4	6	3	N/A	1.20/0.45	60	60	83	N/A	125	2	19	4	13	8	7	12	13
6-9 September 2005	8	—	—	8	—	N/A	2.00/3.35	100	100	77	N/A	335	—	24	—	24	24	16	16	20

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
20-24 September 2004	10	—	—	10	—	N/A	2.10/2.15	100	100	85	N/A	265	4	25	21	—	4	4	29	38
Advisory Committee on Administrative and Budgetary Questions																				
14 February-13 April 2006	86	—	8	78	1	N/A	3.20/23.40	91	91	81	N/A	1 620								
1 February-22 April 2005	79	—	4	75	—	N/A	6.35/10.15	10	95	88	N/A	1 010								
3 February-26 March 2004	76	—	9	67	4	N/A	6.45/19.45	88	88	82	N/A	1 590								
United Nations Children's Fund (UNICEF) Executive Board second regular session,																				
6-8 September 2006	6	—	—	6	—	N/A	0.15/3.25	100	100	80	N/A	220	5	41	22	14	2	3	1	—
28-30 September 2005	6	—	1	5	—	N/A	0.30/1.20	83	83	73	N/A	110	—	79	—	79	11	11	4	4
13-17 September 2004	10	—	2	8	—	N/A	2.35/1.50	80	80	65	N/A	265	8	54	21	25	25	13	—	8
Special Committee on Peacekeeping Operations and its working group																				
27 February-17 March 2006	24	1	1	24	—	—	7.25/4.25	100	92	80	80	710								
31 January-25 February 2005	33	—	3	30	2	—	13.55/15.40	91	91	67	61	1 775								
29 March-23 April 2004	38	—	15	23	6	—	4.20/8.00	61	61	65	50	740								
Economic and Social Council substantive session,																				
3-28 July 2006 (Geneva)	50	9	4	55	—		9.35/13.30	107	91	80		1 385	—	—	—	—	1	—	2	27
29 June-27 July 2005 (New York)	43	—	6	37	2	—	8.10/14.40	86	86	73	68	1 370	35	50	3	12	8	11	14	17
28 June-23 July 2004 (New York)	42	1	1	42	1	1	11.25/16.45	88	95	78	78	1 690	23	37	4	10	3	7	6	30
UNICEF Executive Board first regular session,																				
16-19 January 2006	8	—	1	7	1	N/A	0.20/4.30	88	88	80	N/A	290	1	7	4	2	1	1	—	—
17-19 January 2005	6	—	—	6	—	N/A	1.40/1.35	100	100	82	N/A	195	—	50	—	50	—	—	25	25
19-22 January 2004	8	—	1	7	—	N/A	0.55/3.50	88	88	68	N/A	285	25	75	50	—	25	—	—	—

	A	B	C	D	E	•	F	MR	PAF	UF	••	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Advisory Committee on Administrative and Budgetary Questions																				
2 May-30 June 2006	85	—	8	77	2	N/A	5.50/28.30	91	91	79	N/A	2 060								
17 May-15 July 2005	83	—	3	80	2	N/A	6.50/9.30	96	96	92	N/A	980								
4-28 May 2004	38	—	11	27	7	N/A	2.30/10.45	71	71	78	N/A	795								
General Assembly																				
sixty-first session, plenary 2006	148	—	57	91	41	10	19.20/25.30	61	61	79	58	2 690	29	39	6	4	3	5	—	2
sixtieth session, plenary 2005	129	5	77	57	64		11.40/30.35	44	36	80	32	2 535	50	71	8	13	11	6	4	6
fifty-ninth session, plenary 2004	119	—	39	80	24	—	15.15/25.55	67	67	76	56	2 470	35	51	8	8	4	4	6	35
Committee for Programme and Coordination																				
organizational session, 21 June 2006	1	—	—	1	—	N/A	0.10/0.30	100	100	78	N/A	40	—	—	—	—	—	—	1	2
11 May 2005	1	—	—	1	—	N/A	0.20/0.00	100	100	89	N/A	20	100	100	—	—	—	—	—	—
1 June 2004	2	—	1	1	1	N/A	0.15/0.00	50	50	96	N/A	15	14	57	29	14	29	14	—	—
United Nations Commission on International Trade Law (UNCITRAL) Working Group on Arbitration																				
forty-fourth session, 23-27 January 2006	10	—	1	9	—	N/A	1.30/2.00	90	90	78	N/A	210	—	50	—	50	—	38	—	13
forty-second session, 10-14 January 2005	10	—	—	10	—	N/A	3.10/0.35	100	100	88	N/A	225	50	100	—	—	—	—	—	—
fortieth session, 23-27 February 2004	10	—	—	10	—	N/A	3.10/3.30	100	100	78	N/A	400	21	22	—	—	—	—	—	78
Commission on Social Development																				
forty-fourth session, 8-17 February 2006	15	—	1	14	1	—	4.20/6.05	93	93	77	70	625	23	25	1	1	—	—	—	—
forty-third session, 9-18 February 2005	19	—	2	17	2	—	4.05/7.00	89	89	81	70	665	14	71	—	57	—	—	14	14

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
forty-second session, 4-13 February 2004	16	3	—	19	—	—	6.40/9.35	119	81	71	71	975	43	100	—	57	—	—	—	—
Advisory Committee on Administrative and Budgetary Questions																				
5 September-22 December 2006	153	—	24	129	7	N/A	7.55/46.3	84	84	77	N/A	3 265								
29 August-23 December 2005	151	—	27	124	18	N/A	4.45/48.55	82	82	82	N/A	3 220								
7 September-24 December 2004	141	—	28	113	13	N/A	10.25/33.50	80	80	80	N/A	2 655								
Commission on Population and Development																				
thirty-ninth session, 3-7 April 2006	10	—	1	9	—	—	3.45/0.30	90	90	76	76	255	7	8	1	—	—	—	—	—
thirty-eighth session, 4-8 April 2005	10	—	2	8	2	—	5.00/2.10	80	80	76	56	430	45	99	45	9	—	—	—	—
thirty-seventh session, 22-26 March 2004	10	—	2	8	—	—	1.40/0.00	80	80	74	74	100	86	100	—	14	—	—	—	—
United Nations Commission on International Trade Law																				
thirty-ninth session, 19 June-7 July 2006 (New York)	28	—	5	23	1		5.20/3.50	82	82	75	N/A	550	19	38	2	17	9	13	2	25
thirty-eighth session, 4-15 July 2005 (Vienna)	20	—	1	18	—		3.45/1.40	90	95	86	N/A	325	—	—	—	—	—	—	—	—
thirty-seventh session, 14-25 June 2004 (New York)	18	—	—	18	—		5.20/3.25	100	100	84	N/A	525	26	60	23	11	11	8	8	4
Statistical Commission																				
thirty-seventh session, 7-10 March 2006	8	—	—	8	—	N/A	0.35/5.35	100	100	74	N/A	370	31	31	1	—	—	—	—	—
thirty-sixth session, 1-4 March 2005	8	—	—	8	—	N/A	3.00/0.35	100	100	85	N/A	215	14	47	29	4	11	29	14	—
thirty-fifth session, 2-5 March 2004	6	2	1	7	—	N/A	1.55/0.05	117	50	79	N/A	120	78	90	12	—	6	—	3	—

	A	*B*	*C*	*D*	*E*	•	*F*	*MR*	*PAF*	*UF*	••	*Minutes*	*CI* 6 weeks	*CI* 4 weeks	*AI* Issued by end of week 6	5	4	3	2	1
General Assembly (Second Committee)																				
sixty-first session, 2006	43	3	5	41	1	—	6.45/15.30	95	81	75	73	1 345	15	25	6	4	—	1	—	—
sixtieth session, 2005	51	5	10	46	5	—	8.00/15.45	90	71	77	68	1 425	57	86	11	18	11	—	—	4
fifty-ninth session, 2004	55	2	16	41	8	1	9.05/13.20	75	67	73	61	1 345	20	47	10	17	3	17	13	20
General Assembly (Third Committee)																				
sixty-first session, 2006	57	9	11	55	5	—	15.25/19.10	96	65	73	66	2 075	11	19	2	6	4	6	7	23
sixtieth session, 2005	65	—	15	50	10	1	9.45/20.15	77	77	77	63	1 800	24	47	11	12	11	14	18	10
fifty-ninth session, 2004	66	—	12	54	5	—	16.30/22.35	82	82	70	62	2 345	27	55	13	15	12	12	3	18
UNICEF Executive Board annual session,																				
5-9 June 2006	10	—	1	9	—	N/A	0.20/5.50	90	90	69	N/A	370	13	24	3	8	7	4	2	—
6-10 June 2005	10	—	—	10	—	N/A	2.20/4.00	100	100	79	N/A	380	—	93	—	93	4	4	—	—
7-11 June 2004	10	—	1	9	—	N/A	0.15/0.50	90	90	86	N/A	65	25	68	36	21	11	4	3	—
Committee on Contributions																				
sixty-sixth session, 5-30 June 2006	33	—	10	23	3	N/A	7.00/2.30	70	70	69	N/A	570	7	8	1	—	—	—	—	—
sixty-fifth session, 6-24 June 2005	22	—	5	17	3	N/A	4.40/7.15	77	77	73	N/A	715	—	—	—	—	17	—	17	67
sixty-fourth session, 7-25 June 2004	21	—	3	18	1	N/A	3.05/3.25	86	86	80	N/A	390	55	77	—	22	11	11	—	—
General Assembly (Fourth Committee)																				
sixty-first session, 2006	26	2	2	26	1	N/A	6.15/18.25	100	85	67	N/A	1 135	8	15	3	4	2	—	—	1
sixtieth session, 2005	27	1	3	25	3	N/A	5.10/14.10	93	85	77	N/A	1 160	65	71	6	—	6	6	6	12
fifty-ninth session, 2004	27	—	3	24	1	N/A	6.00/6.05	89	89	78	N/A	725	47	58	—	11	11	10	5	16
Economic and Social Council organizational session,																				
7 February 2006	4		3	1	2	—	0.15/1.35	25	25	60	10	110	—	—	—	—	—	—	2	—
1-4 February 2005	4	2	3	3	—	—	0.35/1.30	75	-25	38	38	125	—	25	—	25	—	75	—	25
3-6 February 2004	1	1	—	2	—	—	0.15/0.30	200	—	88	88	45	—	—	—	—	40	—	—	60

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Economic and Social Council resumed organizational session,																				
10-11 May 2006	4	—	1	3	—	—	0.55/2.00	75	75	51	51	175	15	16	1	—	—	1	—	—
27-28 April 2005	4	—	2	2	—	—	0.55/3.45	50	50	11	11	280	86	100	14	—	—	—	—	—
4-5 May 2004	4	—	2	2	—	—	0.20/3.10	50	50	21	21	210	—	—	—	—	40	—	—	60
Committee on Information																				
twenty-eighth session, 24 April-5 May 2006	11	—	2	9	1	N/A	2.00/12.30	82	82	47	N/A	870	5	5	—	—	—	—	—	—
twenty-seventh session, 18-29 April 2005	9	—	2	7	1	N/A	4.00/3.45	78	78	60	N/A	465	66	100	17	17	—	—	—	—
twenty-sixth session, 26 April-7 May 2004	19	—	8	11	3	N/A	5.25/5.40	58	58	54	N/A	665	40	100	40	20	—	—	—	—
UNCITRAL Working Group on Electronic Commerce																				
2006	N/A	N/A	N/A	N/A	N/A		N/A					N/A	N/A							
2005	N/A	N/A	N/A	N/A	N/A		N/A					N/A	N/A							
15-19 March 2004	10	—	—	10	—		2.30/1.25	100	100	87		235	50	100	50	—	—	—	—	—

* Related reassignments.

** UF, counting related reassignments only.

B. Geneva

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CT 8 weeks	CT 4 weeks	AI Issued by end of week 6	5	4	3	2	1
International Law Commission																		
fifty-eighth session (first part), 1 May-9 June 2006	44	—	—	44	—	0.50/2.20	100	100	98	190	—	—	—	—	—	—	—	60
fifty-eighth session (second part), 7 July-8 August 2006	42	—	—	42	—	1.20/2.25	100	100	97	225	—	—	—	—	—	—	—	—
fifty-seventh session (first part), 2 May-3 June 2005	35	—	—	35	—	1.05/5.20	100	100	94	385	—	—	—	—	—	—	—	—
fifty-seventh session (second part), 11 July-5 August 2005	31	—	—	31	—	2.25/2.00	100	100	95	265	—	—	—	—	—	—	—	—
fifty-sixth session (first part), 3 May-4 June 2004	37	—	—	37	—	1.15/3.35	100	100	96	290	—	—	—	—	—	—	—	—
fifty-sixth session (second part), 5 July-6 August 2004	35	—	1	34	—	0.25/2.10	97	97	95	155	—	—	—	—	—	—	50	50
Economic and Social Council																		
Subcommittee of Experts on the Transport of Dangerous Goods																		
4-12 December 2006	10	—	—	10	—	0.40/1.05	100	100	94	105	15	15	—	—	—	2	—	83
3-12 July 2006	15	—	1	14	—	1.00/1.15	93	93	88	135	20	27	—	7	—	6	67	—
4-8 July 2005	10	—	1	9	—	0.00/1.30	90	90	85	90	36	88	36	16	8	4	—	—
28 November-7 December 2005	15	—	2	13	—	0.20/2.25	87	87	81	165	44	56	9	3	15	21	9	—
5-14 July 2004	15	—	—	15	—	0.15/0.25	100	100	99	40	57	83	14	12	12	6	—	—
29 November-7 December 2004	13	—	—	13	—	0.30/1.00	100	100	96	90	53	98	29	16	—	—	—	—
Subcommission on the Promotion and Protection of Human Rights																		
Working Group on Indigenous Populations																		
twenty-fourth session, 31 July-4 August 2006	8	—	—	8	—	1.45/0.00	100	100	93	105	29	29	—	—	14	—	—	—
twenty-third session, 18-22 July 2005	10	—	—	10	—	2.40/1.05	100	100	88	225	25	50	—	25	—	25	25	—
twenty-second session, 19-23 July 2004	10	—	—	10	—	3.15/0.40	100	100	87	235	40	40	—	—	30	10	—	20

	A	B	C	D	E	F	MR	PAP	UF	CT Minutes	CT 6 weeks	CT 4 weeks	AI Issued by end of week 6	AI 5	AI 4	AI 3	AI 2	AI 1
Committee on the Elimination of Racial Discrimination																		
sixty-eighth session, 20 February-10 March 2006	30	—	—	30	—	6.45/1.30	100	100	91	495	20	40	20	—	—	—	40	—
sixty-sixth session, 21 February-11 March 2005	30	—	—	30	—	6.15/2.00	100	100	91	495	68	68	—	—	5	5	11	5
sixty-fourth session, 23 February-12 March 2004	30	—	—	30	—	5.00/1.55	100	100	92	415	79	86	—	7	—	—	14	—
Committee on the Rights of the Child																		
forty-second session, 15 May-2 June 2006	42	—	—	42	—	3.10/7.35	100	100	91	645	54	61	7	—	7	2	20	2
thirty-ninth session, 17 May-3 June 2005	28	—	1	27	—	1.45/1.20	100	100	93	185	50	50	—	—	8	17	8	—
thirty-sixth session, 17 May-4 June 2004	26	—	—	26	—	1.30/0.55	100	100	97	145	53	65	6	6	—	12	12	6
Committee on Economic, Social and Cultural Rights																		
thirty-seventh session, 6-24 November 2006	30	—	1	29	—	4.50/0.20	97	97	91	310	47	65	—	18	12	6	—	—
thirty-fifth session, 7-25 November 2005	30	—	1	29	—	4.00/0.20	97	97	92	260	42	42	—	—	17	8	17	—
thirty-third session, 8-26 November 2004	28	—	1	27	—	4.35/4.05	96	96	86	520	86	100	—	14	—	—	—	—
Committee against Torture																		
thirty-seventh session, 6-24 November 2006	30	—	1	29	—	3.45/1.40	97	97	91	325	26	34	4	4	—	4	43	4
thirty-fifth session, 15-26 November 2005	30	—	—	30	—	6.30/4.05	100	100	88	635	43	46	3	—	7	10	13	13
thirty-third session, 15-26 November 2004	20	—	1	19	—	1.55/0.35	95	95	91	150	42	42	—	—	—	8	—	33
Human Rights Committee																		
eighty-eighth session, 16 October-3 November 2006	28	—	1	27	—	2.00/2.30	96	96	91	270	18	36	9	9	27	—	—	—

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CT 6 weeks	CT 4 weeks	AI Issued by end of week 6	5	4	3	2	1
eighty-fifth session, 17 October-3 November 2005	28	—	1	27	—	3.45/3.05	96	96	88	410	33	46	—	13	7	20	20	—
eighty-second session, 18 October-5 November 2004	30	—	1	29	—	2.35/2.40	97	97	91	315	38	53	10	5	5	10	—	14
Committee on Economic, Social and Cultural Rights																		
thirty-sixth session, 1-19 May 2006	30	—	1	29	—	5.05/0.55	97	97	90	360	48	61	—	13	4	—	4	—
thirty-fourth session, 25 April-13 May 2005	28	—	1	27	—	6.55/3.45	96	96	84	640	86	86	—	—	—	—	—	—
thirty-second session, 26 April-14 May 2004	30	—	1	29	—	4.50/2.55	97	97	88	465	100	100	—	—	—	—	—	—
Committee against Torture																		
thirty-sixth session, 1-19 May 2006	30	—	1	29	—	5.05/0.55	97	97	90	360	64	73	—	9	5	—	—	—
thirty-fourth session, 2-20 May 2005	26	—	—	26	—	3.15/0.50	100	100	95	245	42	47	5	—	—	16	32	—
thirty-second session, 3-21 May 2004	28	—	—	28	—	4.05/2.05	100	100	93	370	39	43	—	4	17	9	17	4
Committee on the Rights of the Child																		
forty-first session, 9-27 January 2006	41	—	2	39	—	3.30/3.15	95	95	90	405	50	50	—	—	4	—	—	—
thirty-eighth session, 10-28 January 2005	30	—	2	28	—	1.55/1.35	93	93	89	210	63	89	13	13	6	—	—	—
thirty-fifth session, 12-30 January 2004	30	—	1	29	—	2.30/4.05	97	97	89	395	85	93	—	8	—	—	—	8
Human Rights Committee																		
eighty-seventh session, 10-28 July 2006	30	—	1	29	—	2.55/3.50	97	97	89	405	20	33	—	13	27	7	7	13
eighty-fourth session, 11-29 July 2005	29	—	—	29	—	5.55/1.15	100	100	92	430	25	45	6	14	11	31	3	6
eighty-first session, 5-30 July 2004	40	—	1	39	—	3.20/3.35	98	98	92	415	17	23	—	6	11	9	6	23

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Committee on the Rights of the Child																		
forty-third session, 11-29 September 2006	46	—	1	45	—	3.55/9.30	98	98	88	805	56	56	—	—	—	2	2	14
fortieth session, 12-30 September 2005	31	—	2	29	—	1.55/3.00	94	94	88	295	64	71	—	7	—	—	7	14
thirty-seventh session, 13 September-1 October 2004	30	—	2	28	—	2.10/4.25	93	93	86	395	44	63	13	6	—	19	19	—
Subcommission on the Promotion and Protection of Human Rights																		
fifty-eighth session, 7-25 August 2006	30	—	1	29	—	4.50/2.45	97	97	88	455	13	17	2	2	2	—	—	—
fifty-seventh session, 25 July-12 August 2005	28	1	2	27	—	3.55/3.30	96	89	85	445	24	34	—	10	6	12	18	16
fifty-sixth session, 26 July-13 August 2004	30	—	1	29	—	4.25/4.35	97	97	87	540	24	40	8	8	12	10	12	12
Committee on the Elimination of Racial Discrimination																		
sixty-ninth session, 31 July-18 August 2006	28	—	1	27	—	7.05/0.10	96	96	88	435	36	39	3	—	11	—	8	22
sixty-seventh session, 2-19 August 2005	28	—	—	28	—	6.40/0.25	100	100	92	425	35	38	—	3	3	—	—	51
sixty-fifth session, 2-20 August 2004	30	—	—	30	—	4.25/0.10	100	100	95	275	28	31	—	3	—	19	44	—
United Nations Conference on Trade and Development, Trade and Development Board																		
fifty-third session, 27 September-2 October 2006	8	—	—	8	—	2.40/2.20	100	100	79	300	—	17	—	17	—	8	25	17
fifty-second session, 4-14 October 2005	20	—	—	20	—	8.15/2.40	100	100	82	655	40	60	10	10	—	10	20	—
fifty-first session, 4-15 October 2004	20	—	—	20	—	4.55/5.35	100	100	83	630	7	34	7	20	—	—	40	20

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 0 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Executive Committee of the High Commissioner's Programme, Office of the United Nations High Commissioner for Refugees																		
fifty-seventh session, 2-6 October 2006	10	—	2	8	—	2.00/1.35	80	80	68	215	6	6	—	—	—	—	38	—
fifty-sixth session, 3-7 October 2005	10	—	1	9	—	0.55/1.10	90	90	83	125	47	52	5	—	—	5	11	26
fifty-fifth session, 4-8 October 2004	10	—	1	9	—	1.25/3.05	90	90	75	270	36	36	—	—	—	14	14	14
Commission on Human Rights																		
sixty-second session, 13 March-21 April 2006	21	10	16	15	8	5.25/8.35	71	-24	60	816	3	7	2	2	5	8	10	4
sixty-first session, 14 March-22 April 2005	65	—	1	64	—	2.20/9.45	98	98	92	725	33	49	8	8	9	11	12	8
sixtieth session, 15 March-23 April 2004	56	11	2	65	—	3.55/5.35	116	77	92	570	38	48	4	6	8	6	17	13

C. Vienna

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
International Narcotics Control Board																		
eighty-sixth session, 8-19 May 2006	20	—	—	20	—	0.50/0.00	100	100	100	48	—	6	—	6	6	22	22	—
eighty-third session, 2-13 May 2005	20	—	—	20	—	0.35/0.00	100	100	100	34	—	—	—	—	16	26	10	3
eightieth session, 17-28 May 2004	20	—	—	20	—	0.40/0.30	100	100	100	70	3	10	—	—	13	15	8	15
eighty-seventh session, 30 October-16 November 2006	28	—	—	28	—	0.25/0.35	100	100	99	60	8	8	—	—	7	13	13	7
eighty-fourth session, 1-18 November 2005	26	—	—	26	—	0.50/0.00	100	100	99	50	—	—	—	—	—	—	—	—
eighty-first session, 27 October-11 November 2004	24	—	—	24	—	0.65/0.15	100	100	98	80	4	7	2	—	13	9	4	28
United Nations Scientific Committee on the Effects of Atomic Radiation																		
fifty-fourth session, 29 May-2 June 2006	10	—	—	10	—	0.20/3.10	100	100	90	208	100	100	—	—	—	—	—	—
fifty-third session, 26-30 September 2005	10	—	—	10	—	0.15/2.30	100	100	91	165	60	80	—	20	—	20	—	—
fifty-second session, 26-30 April 2004	10	—	—	10	—	0.15/2.45	100	100	94	100	31	62	8	23	—	8	8	23
United Nations Commission on International Trade Law Working Group on Arbitration																		
forty-fifth session, 11-15 September 2006	10	—	—	10	—	2.45/1.25	100	100	90	250	—	78	—	78	11	11	—	—
forty-third session, 3-7 October 2005	10	—	—	10	—	2.05/0.10	100	100	93	135	58	58	—	—	19	—	—	3
forty-first session, 13-17 September 2004	10	—	—	10	—	1.55/2.35	100	100	85	270	—	33	33	—	33	33	—	—
Committee on the Peaceful Uses of Outer Space																		
forty-ninth session, 7-16 June 2006	16	—	—	16	—	2.20/5.40	100	100	81	477	14	14	—	—	14	43	—	29
forty-eighth session, 8-17 June 2005	16	2	—	18	2	3.30/4.05	113	88	86	455	—	—	—	—	—	25	—	25

	A	*B*	*C*	*D*	*E*	*F*	*MR*	*PAF*	*UF*	*Minutes*	*CI*		*AI* *Issued by end of week*					
											6 weeks	*4 weeks*	*6*	*5*	*4*	*3*	*2*	*1*
forty-seventh session, 2-11 June 2004	16	—	—	16	—	2.20/0.40	100	100	94	100	7	7	—	—	—	—	21	21
Commission on Narcotic Drugs and Committee of the Whole																		
forty-ninth session, 13-17 March 2006	18	3	—	21	—	5.45/7.35	100	83	81	797	25	67	15	27	13	18	2	—
forty-eighth session, 7-11 March 2005	18	—	—	18	—	9.15/2.10	100	100	79	685	13	38	9	16	26	18	6	6
forty-seventh session, 15-19 March 2004	18	—	—	18	—	5.10/4.10	100	100	83	562	26	59	22	11	11	8	8	4
Commission on Crime Prevention and Criminal Justice																		
fifteenth session, 24-28 April 2006	19	3	—	22	—	5.45/7.45	100	84	77	810	32	69	13	24	18	13	—	—
fourteenth session, 23-27 May 2005	19	—	—	19	—	2.30/2.15	100	100	92	285	5	30	14	11	24	4	20	14
thirteenth session, 11-20 May 2004	16	—	—	16	—	5.20/0.05	100	100	89	325	1	25	13	11	6	6	23	12
Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee																		
forty-third session, 20 February-3 March 2006	20	—	—	20	—	3.25/11.35	100	100	75	902	7	33	13	13	—	—	20	33
forty-second session, 21 February-4 March 2005	20	—	—	20	—	3.50/5.10	100	100	85	540	5	10	—	5	28	10	10	10
forty-first session, 16-27 February 2004	20	—	1	19	—	3.15/5.05	95	95	81	500	22	38	16	—	16	6	9	9
Committee on the Peaceful Uses of Outer Space, Legal Subcommittee																		
forty-fifth session, 3-13 April 2006	18	—	1	17	—	2.45/9.20	94	94	72	726	22	44	11	11	11	11	—	19
forty-fourth session, 4-15 April 2005	20	—	—	20	—	7.05/12.10	100	100	68	1 155	8	41	8	25	16	8	—	8
forty-third session, 29 March-8 April 2004	18	—	—	18	—	4.40/4.35	100	100	83	550	8	17	8	—	8	8	8	17

D. Nairobi

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Committee of Permanent Representatives of the United Nations Environment Programme																		
2006	5	—	—	5	—	—	100	100	100	—	N/A							
2005	4	—	—	4	—	—	100	100	100	—	N/A							
2004	4	—	—	4	—	—	100	100	100	—	N/A							
Committee of Permanent Representatives of the United Nations Human Settlements Programme																		
2006	4	—	—	4	—	—	100	100	100	—	N/A							
2005	3	—	—	3	—	—	100	100	100	—	N/A							
2004	4	—	—	4	—	—	100	100	100	—	N/A							
United Nations Environment Programme Governing Council																		
special session (2006)	12	1	—	13	—	—	108	92	100	—	40	46.7	6.7	—	23	20	13	—
special session (2005)	20	—	1	19	—	1.25	95	95	93	65	76	93	17	—	—	—	7	—
special session (2004)	12	—	—	12	—	1.25	100	100	96	85	45	72	25	2	5	15	3	—

Annex II

Statistics on the provision of conference services in 2006 for meetings of regional and other major groupings of Member States at New York, Geneva, Vienna and Nairobi

	Meetings with interpretation services			*Meetings without interpretation services*	
Grouping	*Requested*	*Provided*	*Not provided*	*Requested*	*Provided*
New York					
African Group	—	—	—	5	5
African Union	16	5	11	97	97
Alliance of Small Island States	10	9	1	15	15
Arab Group	—	—	—	1	1
Asian Group	15	9	6	6	6
Association of Southeast Asian Nations	—	—	—	3	3
Caribbean Community	—	—	—	1	1
Central American Group	—	—	—	7	7
Collective Security Treaty Organization	—	—	—	1	1
Eastern European Group	—	—	—	31	31
Economic Community of Central African States	—	—	—	1	1
Economic Community of West African States	2	2	—	—	—
European Union	—	—	—	27	27
Group of 77	25	20	5	407	407
Group of 77 on Fifth Committee Matters	52	43	9	80	80
Group of Landlocked and Developing Countries	7	5	2	1	1
Group of the Least Developed Countries	20	15	5	3	3
Gulf Cooperation Council	3	3	—	—	—
GUAM (Georgia, Ukraine, Azerbaijan and Moldova Group)	—	—	—	1	1
JUSCANZ (Japan, United States, Canada, Australia and New Zealand)	—	—	—	48	48
Latin American and Caribbean Group	29	24	5	10	10
League of Arab States	8	6	2	56	56
Non-Aligned Movement	22	14	8	54	54
Organization of the Islamic Conference	28	24	4	23	23
Organization of Petroleum Exporting Countries	—	—	—	5	5
Rio Group	5	5	—	8	8
Southern African Development Community	—	—	—	12	12
Western European and Other States Group	19	15	4	1	1
Subtotal	**261**	**199**	**62**	**904**	**904**

Grouping	Meetings with interpretation services			Meetings without interpretation services	
	Requested	*Provided*	*Not provided*	*Requested*	*Provided*
Geneva					
African Group	2	1	1	124	114
African Union	—	—	—	3	3
Alliance of Small Island States	—	—	—	10	10
Arab Group	—	—	—	1	1
Asian Group	—	—	—	80	69
Eastern European Group	—	—	—	62	57
European Union	2	2	—	159	128
Group of 15	4	4	—	7	7
Group of 21	29	28	1	34	34
Group of 77 and China	2	1	1	176	155
JUSCANZ (Japan, United States, Canada, Australia and New Zealand)	—	—	—	15	12
Latin American and Caribbean Group	32	18	11	205	167
League of Arab States	—	—	—	41	17
Least developed countries	2	2	—	13	12
Non-Aligned Movement	2	1	1	38	33
Organization of the Islamic Conference	12	8	2	126	103
Western European and Other States Group	—	—	—	127	109
Subtotal	**87**	**65**	**17**	**1 221**	**1 031**
Vienna					
African Group	—	—	—	58	58
Arab Group	—	—	—	6	6
Asian Group	—	—	—	27	27
Commonwealth Group	—	—	—	1	1
Countries using French as a common language	—	—	—	1	1
European Union	—	—	—	85	85
Eastern European Group/Group D	—	—	—	2	2
Georgia, Ukraine, Azerbaijan and Moldova Group	—	—	—	1	1
Group of 77	—	—	—	28	28
Group of Eight	—	—	—	5	5
Latin American and Caribbean Group	—	—	—	34	34
Other regional groups	—	—	—	42	42
Western European and Other States Group	—	—	—	7	7
Subtotal	**—**	**—**	**—**	**297**	**297**

Grouping	*Meetings with interpretation services*			*Meetings without interpretation services*	
	Requested	*Provided*	*Not provided*	*Requested*	*Provided*
Nairobi					
African Group	8	8	—	32	32
Arab Group	—	—	—	14	14
Asia and Pacific Group	—	—	—	12	12
Central and Eastern European Group	—	—	—	14	14
European Union	—	—	—	52	52
Group of 77 and China	—	—	—	34	34
JUSCANZ (Japan, United States, Canada, Australia and New Zealand)	—	—	—	15	15
Latin American and Caribbean Group	4	4	—	22	22
Western European and Other States Group	—	—	—	10	10
Subcommittee meetings	—	—	—	58	58
Subtotal	**12**	**12**	**—**	**263**	**263**
Total 2006	**360**	**276**	**79**	**2 685**	**2 495**
Total 2005	**325**	**283**	**53**	**2 405**	**2 334**
Total 2004	**280**	**242**	**38**	**1 545**	**1 545**

Annex III

Requests for meetings during the sixty-second session of the General Assembly and statistical information

A. Requests for meetings

1. Committee on Relations with the Host Country

Letter dated 20 April 2007 from the Secretary of the Committee

As in previous years, I hereby submit a request that the Committee on Relations with the Host Country be permitted to meet at Headquarters during the sixty-second session of the General Assembly.

This request is based on the Committee's mandate set out in General Assembly resolution 2819 (XXVI) of 15 December 1971 authorizing the Committee to meet periodically during the year or whenever the need arises. The Committee, since its establishment in 1971, has always met during the regular sessions of the General Assembly in order to consider, among other things, problems experienced by delegations of Member States, to finalize its annual report and to present it to the General Assembly.

Pursuant to its resolution 61/41 of 4 December 2006, the Assembly requested the Committee to continue its work in conformity with General Assembly resolution 2819 (XXVI) and to submit a report on its work to the General Assembly at its sixty-second session. Having due regard to the nature of the Committee, its work, and previous experience, it would suffice to make the necessary conference facilities available for two or three meetings only.

2. Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East

Memorandum dated 8 June 2007 from the Secretary of the Working Group

In its resolution 61/114, paragraph 3, the General Assembly requested the Secretary-General to provide the necessary services and assistance to the Working Group for the conduct of its work to ensure the financial security of the Agency.

In order to fulfil its mandate, the Working Group needs the latest data with regard to the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) budget, i.e. up-to-date information on the current budget and precise indications as to the needed revenue and the anticipated contributions for the next fiscal year. Due to its budgetary procedure, UNRWA is not in a position to supply the Working Group with this timely information any earlier than late September 2007 and the Working Group cannot prepare its report to the sixty-second session without this important material.

In view of the above-mentioned, it would be very much appreciated if you could draw to the attention of the Committee on Conferences the request of the Working Group that it be authorized to meet during the first weeks of the sixty-second session of the General Assembly.

3. Committee on the Exercise of the Inalienable Rights of the Palestinian People

Letter dated 7 June 2007 from the Chairman of the Committee

As you are aware, the General Assembly, by its resolution 61/22 of 1 December 2006, has again requested the Committee on the Exercise of the Inalienable Rights of the Palestinian People, "to continue to keep under review the situation relating to the question of Palestine and to report and make suggestions to the General Assembly, the Security Council or the Secretary-General, as appropriate". By the same resolution, the Assembly requested the Secretary-General "to continue to provide the Committee with all necessary facilities for the performance of its tasks".

As the Committee has no control over the timing of the events it is called upon to discuss, it needs to meet throughout the year, as circumstances require. Based on past experience, the Committee would request facilities for approximately three meetings per General Assembly session. These are in addition to the solemn meeting in observance of the International Day of Solidarity with the Palestinian People, which is included in each year's calendar.

With regard to the documentation submitted to the General Assembly, please be advised that the Committee submits its annual report (supplement No. 35) under the agenda item entitled "Question of Palestine". The Committee usually adopts its report in early October of each year, at which point it is submitted for processing.

In light of the above, I should like to request that authorization again be granted to the Committee on the Exercise of the Inalienable Rights of the Palestinian People to hold meetings during the forthcoming sixty-second session of the General Assembly, as necessary for carrying out the important mandate entrusted to the Committee by the Assembly.

4. Disarmament Commission

Memorandum dated 8 June 2007 from the Secretary of the Commission

We would be most grateful if you would, in accordance with the exception to section I, paragraph 7, of General Assembly resolution 40/243, seek the approval of the Committee on Conferences for the United Nations Disarmament Commission to meet for an organizational session on Tuesday, 6 November 2007.

The organizational session of the Commission, during the General Assembly, is justified by reasons of political practicality and reasons of membership. Both the First Committee and the Disarmament Commission are concerned with the same disarmament agenda and participating Member States are represented by the same delegations, almost half of which come from the Geneva-based Conference on Disarmament.

The presence of disarmament ambassadors during the work of the First Committee presents a unique opportunity to discuss and solve not only organizational but also substantive issues, which require an intricate knowledge of international disarmament machinery as well as of substance.

And, of course, holding of an organizational session — one afternoon meeting — requires limited conference-servicing resources.

5. Administrative Tribunal

Memorandum dated 13 July 2007 from the Executive Secretary of the Administrative Tribunal

The United Nations Administrative Tribunal has decided to hold its 2007 fall session from Monday, 22 October to Wednesday, 21 November.

In accordance with article 15 of the Rules of the Tribunal, the President has decided that oral hearings are to be held in one of the cases currently before the Tribunal, during the fall session. As oral hearings are held in public unless the Tribunal decides otherwise, I would like to request that a small conference room be made available for these hearings, which are scheduled to take place on Friday, 26 October from 10 a.m. to 1 p.m., and from 3 to 6 p.m. The meetings will require interpretation in English and French, as well as verbatim records.

In view of the fact that the Tribunal meets in New York only for four to five weeks, we would appreciate a waiver of the relevant provisions of section I, paragraph 7, of General Assembly resolution 40/243.

B. Statistical information

The table below refers to meetings with interpretation held during the main part of the sixty-first session of the General Assembly by the bodies listed above.

Body	*Number of meetings held*	*Minutes lost*		
		Late starting	*Early ending*	*Total*
Committee on Relations with the Host Country	3	25	155	360
Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	1	25	10	145
Committee on the Exercise of the Inalienable Rights of the Palestinian People	3	45	150	345
Disarmament Commission	1	15	140	155
Executive Board of the United Nations Development Programme and the United Nations Population Fund	4	45	45	630
Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories	—	—	—	—

Annex IV

Document management statistics for pre-session documents

A. Submission compliance for documents slotted as at 30 June

	2005			2006			2007			
Author	*Total documents*	*Documents received late*	*Compliance for documents (percentage)*	*Total documents*	*Documents received late*	*Compliance for documents (percentage)*	*Total documents*	*Documents received late*	*Documents due but not received as at 30 June (considered late)*	*Compliance for documents (percentage)*
Board of Auditors	1	1	—	17	4	76	1	—	—	100
Chief Executives Board for Coordination	2	1	50	5	3	40	1	1	—	—
Department for Disarmament Affairs	1	—	100	40	12	70	—	—	—	—
Department of Economic and Social Affairs	192	66	66	261	93	64	243	57	—	77
Department for General Assembly and Conference Management	40	15	63	67	—	100	35	1	—	97
Department of Management	92	52	43	149	81	46	117	72	1	38
Department of Political Affairs	24	11	54	35	6	83	22	4	—	82
Department of Public Information	8	2	75	11	1	91	6	2	—	67
Department of Peacekeeping Operations	7	2	71	14	9	36	9	4	—	56
Executive Office of the Secretary-General	1	—	100	4	4	—	—	—	—	—
Economic and Social Commission for Western Asia	—	—	—	—	—	—	—	—	—	—
International Civil Service Commission	30	14	53	29	10	66	2	—	—	100
International Research and Training Institute for the Advancement of Women	1	1	—	1	1	—	—	—	—	—
Joint Inspection Unit	—	—	—	1	—	100	1	—	—	100
Office for the Coordination of Humanitarian Affairs	3	3	—	9	3	67	1	1	—	—
Office of the United Nations High Commissioner for Human Rights	—	—	—	53	44	17	1	1	—	—
Office of Internal Oversight Services	7	4	43	16	5	69	12	3	—	75
Office of Legal Affairs	29	2	93	42	7	83	27	1	—	96
Office of the Special Adviser on Africa	1	—	100	3	—	100	1	—	—	100

Author	2005			2006			2007			
	Total documents	*Documents received late*	*Compliance for documents (percentage)*	*Total documents*	*Documents received late*	*Compliance for documents (percentage)*	*Total documents*	*Documents received late*	*Documents due but not received as at 30 June (considered late)*	*Compliance for documents (percentage)*
Office of the Special Envoy to Tsunami-Affected Countries	—	—	—	1	1	—	—	—	—	—
Regional Commissions New York Office	10	3	70	8	2	75	10	1	—	90
Joint United Nations Programme on HIV/AIDS	3	2	33	2	—	100	2	—	—	100
United Nations Development Programme	57	37	35	88	43	51	45	30	—	33
United Nations Population Fund	13	5	62	46	13	72	8	4	—	50
United Nations Human Settlements Programme	1	1	—	2	1	50	1	—	—	100
United Nations Children's Fund	35	5	86	97	14	86	44	26	—	41
United Nations Development Fund for Women	—	—	—	2	1	50	1	—	—	100
United Nations Joint Staff Pension Fund	—	—	—	41	24	41	—	—	—	—
United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	1	1	—	5	3	40	1	—	—	100
United Nations University	—	—	—	1	—	100	—	—	—	—
World Food Programme	2	—	100	2	—	100	2	—	—	100
Total	**561**	**228**	**59**	**1 052**	**385**	**63**	**592**	**208**	**1**	**65**

B. Issuance compliance for documents slotted as at 30 June

	2005	*2006*	*2007*
Total slotted	561	722	603
Total received on time	333/561	468/722	388/603
Percentage	59	65	64
Total received late	228	292	215
Average delay per document received	17 days	14 days	20 days
Total issued as at 30 June	530	619	574
Issued 6 weeks or more before meeting	209/530	356/617[a]	332/570[b]
Percentage	39	58	58
Issued 4 weeks or more before meeting	339/530	494/617[a]	418/570[b]
Percentage	64	80	73
Non-compliance by the Department for General Assembly and Conference Management (within page limit, processed in more than 4 weeks, issued less than 6/4[c] weeks)	48	2	
(a) Timely submission			3
(b) Late submission			6

[a] Two reports are not linked to meeting dates as they are for resumed sessions of the General Assembly.

[b] Four reports are not linked to meeting dates as they are for resumed sessions of the General Assembly.

[c] Issuance of documents 4 weeks before meetings applies to some intergovernmental bodies based on their pattern of meetings.